

**City of Seattle**  
**Civil Service Commission & Public Safety Civil Service Commission**  
**JOINT MEETING**  
**January 20, 2012**

**APPROVED: FEBRUARY 15, 2012**

**In Attendance:**

**Civil Service Commission**

Commission Chair Gregg Hirakawa  
Commissioner Ellis H. Casson  
Commissioner Steven Jewell  
Gary Smith, Assistant City Attorney

**Public Safety Civil Service Commission**

Commission Chair Terry Carroll  
Commissioner Joel Nark  
Commissioner Christian Halliburton  
Jeffrey Slayton, Assistant City Attorney

**Personnel Department**

Pam Inch, Employment Services

**Call to Order:**

At 9:40 a.m. the joint session convened to discuss the process to select a director for the new department that staffs both commissions. Present were Commissioners Steve Jewell and Greg Hirakawa, Commissioner Ellis Casson participated via teleconference.

Gary Smith, Assistant City Attorney, discussed the applicable provisions of the Open Public Meetings Act. He also advised that two members of each commission must approve the final hiring decision.

Pam Inch, Personnel department, explained the interview process and distributed interview questions to the commissioners.

The commissioners decided that each commissioner physically present would ask the prepared questions of the candidates and follow-up questions would be presented at the close of each interview.

**Executive Session:**

At 9:55 a.m. the joint commissions went into executive session to interview the candidates for the executive director of the new department and to consider their qualifications.

**Return to the Record:**

At 4:35 p.m. the commissioners came out of executive session. Commissioner Joel Nark moved that Jennifer Greenlee be appointed and that motion was seconded by Steven Jewell. Each commission voted unanimously to approve the motion. At 4:38 p.m. the commissioners went into executive session to discuss with legal counsel legal risks concerning the appointment of a new executive director and the termination of the temporary holdover former directors of the two commissions. At 5:00 the commissioners came out of executive session. Commissioner Jewell made a motion to adjourn seconded by Commissioner Nark. The motion was approved unanimously.

**Adjourn:**

All other business before the Commission having been considered, the meeting was adjourned at 5:02 p.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2012

Approved By:

/s/ Gregg H. Hirakawa, 2/15/2012

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Teresa R. Jacobs  
Administrative Staff Assistant

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Gregg H. Hirakawa  
Commission Chair

Date: \_\_\_\_\_